Workforce Development Capitalization Incentive Grant (CAP Grant) 2025-26

Frequent Asked Questions

1. **We are considering some dual enrollment programs for the CAP grant. I see a list of eligible secondary programs, is there a list of eligible postsecondary (dual enrollment) programs?**

   The Department does not have a comprehensive list of all postsecondary programs with linkages to the 2025-26 CAPE Industry Certification Funding List. All eligible career dual enrollment programs must lead to industry certifications included on the 2025-26 CAPE Industry Certification Funding List. The department does maintain the Perkins Industry Recognized Credential (IRC) inventory based upon the requests of the district for an alignment review. Note that this list includes certifications that are **<u>NOT</u>** on the CAPE Industry Certification Funding List. Check the Perkins Industry Recognized Credentials List for the 2024-25 year, the list for the 2025-26 year is currently under development.

2. **Can you clarify whether an agency can submit a proposal that is a combination of 9-12 CTE and career dual enrollment components?**

   The two types of proposals must be submitted separately. The workbooks to complete for 9-12 CTE and career dual enrollment contain different fields.

3. **Can a Florida College System institution that will be in partnership with the District submit a joint proposal for dual enrollment?**

   No, proposals should be submitted either by the District or the College, but not together. The entity providing the services should complete and submit the application.

4. **What does "new capacity" in the Department's application refer to?**

   New capacity means the number of additional students that can be served through the expansion. For a new program, a program with an approved framework that is being added to a school site or college campus, the new capacity and total program capacity numbers will be equal. For the expansion programs, the sum of the current capacity and the new capacity will total the program capacity.

5. **Can you confirm that the expectation would be that students will enroll in the newly expanded programs next school year and not for the current school year?**

   Yes, it is expected that enrollment of new students in an expansion or new program will occur in 2026-27 or later.

6. **Can letters of support from employers be included?**

   No. The only items that should be submitted are the transmittal letter and the concept proposal.

7. **If we submit under a new program at a school, but the program is already offered throughout the district in other schools, will the total enrollment data reported include district-wide enrollment?**

   No. Only the enrollment associated with the school(s) listed in the application should be included in the current capacity, new capacity, and program capacity fields.

8. **My district wants to build a pipeline in an in-demand field that includes feeder schools (grades 5-8). If these younger students have the chance to engage and work with 9-12 students, are we able to write this type of equipment into the grant?**

    The CAP Grant funds must support students in grades 9–12 who are enrolled in CTE programs. Per Section (s.) 1011.801, Florida Statutes (F.S.), programs may include postsecondary students only if those programs also serve secondary students. Unless the proposed activities involve high school credit CTE courses taught in middle school as part of an approved 9–12 framework, the FDOE cannot approve funding for them.

TIMELINES, REVIEW AND APPROVAL PROCESS

9. **Can you explain the submission deadlines?**

    Proposals submitted during the first submission period will be reviewed together. Funding recommendations will be developed for these proposals. If all funds are recommended from the first submission period, no additional proposals will be considered. If, after the first submission period, funds remain, then the next group of proposals from submission period two will be reviewed. This process will continue until all funds are allocated.

10. **If you submit a proposal for multiple programs, will the proposal be approved or denied in its entirety? Or could parts be approved and partially funded? For instance, if we propose to expand 4 programs and start 2 new programs would it be possible that only 3 of the 6 will be recommended for funding?**

    It is possible that the review process will result in requested modifications to proposals that will remove any expenses and programs that will not be recommended.

11. **If a school district is submitting both a 9-12 and a dual enrollment proposal, do they have to both be submitted at the same time?**

    No.

12. **If an institution wants to submit a 9-12 application and a dual enrollment application, can we submit one during window one and the second in window two?**

    Yes. However, if all funds are allocated at the end of the first review period, no additional proposals will be received.

13. **What are the start and end dates for the grant?**

    The project period is July 1 to June 30 of the 2025-26 fiscal year. Grants with funds not disbursed by June 30, 2026, may be eligible for an award extension.

14. **Is there any preference for certain types of programs that have higher-wage careers?**

    Yes. Agencies should consider the employment impact during their selection of the programs for submission. A higher priority will be placed on programs with greater potential economic impact.

FINANCE – ALLOWABLE/UNALLOWABLE USE OF FUNDS

15. **Can funds be used on consumable supplies?**

    Yes.

16. **Is there a limit on how much funds an agency can request in their proposal?**

    No. The population served by districts and FCS institutions throughout the state varies widely; therefore, it is not feasible to set a minimum and maximum grant.

17. **Will you confirm that the grant may not be used for new construction but may be used for remodeling existing facilities?**

    Yes, remodeling existing facilities owned by the districts is an allowable use of funds.

18. **Can the grant be used to support a project manager?**

    This type of personnel expenditure is allowable. Please consider the time and effort needed for the project. The Department will review the workload in the proposal and consider the appropriate level of support for the project management necessary for a successful project. Funds allocated for this role should not exceed 5% of the total award amount.

19. **May grant funds be used to support tuition and fees for dual enrollment students?**

    No. Funds for costs associated with dual enrollment that might typically be covered by a laboratory fee may not be directly charged to the grant.

20. **Please clarify the indirect costs allowed.**

    An overall district or college indirect cost rate may not be included in the budget (e.g., 5% of total costs). Non-instructional, project-specific costs may be included if itemized in specific staff positions or other cost categories (e.g., project manager).

21. **Are transportation costs for students covered under student services expenses?**

    No. Student services typically include those services delivered by non-instructional personnel, including academic advising, financial aid counseling and technology support. If you would like to include transportation costs in the proposal, they would be included in the "Other" category, not the "Student Services" category.

22. **Could you provide a definition of student service costs for this grant or examples of what is allowable for the category?**

    Student Support Services are activities that are designed to assess and improve the well-being of students and supplement the teaching process. Student services typically include those services delivered by non-instructional personnel, including but not limited to academic advising, psychological services, guidance services, and technology support.

23. **Can you define recurring instructional costs?**

    Instructional costs include activities dealing directly with the teaching of students or the interaction between teachers and students. They are recurring if those costs are not time-limited and are expected to occur every year for the program's operation.

24. **Are wages associated with any apprenticeship or similar workforce experiential learning activities an allowable budget expense?**

   No. This is not an allowable expense.

25. **If approved, when would funds from the first window likely become available? Understanding this will help in determining project milestones and estimating a potential start date based on the timing of the award.**

   The exact timing of the awards is not known yet. This will depend upon the number and quality of proposals received. Your application may reflect timelines based upon an anticipated award date or reflect the number of weeks from the award date rather than a specific date.

26. **Is there a detailed list or breakdown of what needs to go in the different categories for funds, such as laboratory equipment vs instructional equipment?**

   No, there is no detailed list of what can be included in each category. For the proposal, the Department expects a short description of the expense type.

WORKING WITH CHARTER SCHOOLS

27. **My college has a K-12 charter school with high school CTE programs and career dual enrollment programs. May I submit both types of applications?**

   Charter schools may be supported with grant funds. If the charter school is chartered through a school district, the concept proposal may be included in the submission by the school district or the charter may submit its concept proposal independently. If the college has a charter not authorized through a school district, the college may submit a high school CTE and a career dual enrollment proposal if both types of programs are offered by the college.

28. **Are funds awarded to districts based on a pro-rated share to charter schools that provide CTE? Are districts required to provide a proportionate share of funds or required to provide access to services?**

   No. Charter schools must be consulted by the district during the application process. Funds associated with charter schools may be included in the district's application and listed alongside the relevant charter school's information, unless the charter school is serving as the fiscal agent and applying independently. Charter schools may also submit a concept proposal directly to request funds for the Workforce Development Capitalization Incentive Grant.

29. **After consulting with a charter school or other school and adding them to the proposal for program expansion, what happens if the district receives the grant, and the school never adds all three courses to the program?**

   This is a compliance issue for the district. The issuance of a grant award with this requirement in the Request for Application means the agency has agreed to meet the terms and conditions of the award, which include offering at least three courses in the program.

30. **If a charter school currently offers no CTE programs, can the funding be used to start a brand new CTE program?**

Yes. The proposal may include the creation of new programs at schools, including charter schools. The school must commit to offering at least three courses in a single eligible CTE program that leads to an industry certification included in the CAPE list.

31. **Will school district schools - and charter schools - proposed new/expanded programs be reviewed together or will they be reviewed separately? Specifically, will the district add the charter school budgets to the district budget?**

The school district is the fiscal agent; a single grant will be issued for any project recommended for funding, including funds to support charter schools. The proposal will be reviewed in total, including any charter schools included in the application. The district and the charter will need to work out the internal payment arrangements.

32. **A charter school that's expressed an interest in being included in the grant; however, it's specific program/content is completely unrelated to what we're writing for. How do we handle this?**

The charter school proposal does not have to match the programs for which the district is writing its grant for any non-charter schools/programs.

DUAL-ENROLLMENT

33. **For a program that is already in place at our college, if we open it to dual-enrolled students (the program wasn't open to them previously), would that be considered a new program, or an expanded program?**

The program will be considered an expanded program.

34. **Is this for any new students we anticipate entering the program, whether they are dual-enrolled or not? What timeframe needs to be researched for potential growth?**

Yes, Column H is the total New Capacity overall and should reflect the total for the new enrollment for adults and dual-enrolled students. Dual enrollment new capacity is in Column J. The timeline for potential growth should be in line with what is provided in your project milestones schedule.

35. **Does the "Postsecondary Program Number" refer to the CIP?**

Yes, please enter the CIP number associated with your program.

36. **For the instruction stating "enter "0" for new programs": For a program that is already place at our college, if we open it to dual enrolled students (the program wasn't open to them previously), would that be considered a new program, or an expanded program?**

This would be a program expansion.

Additional questions regarding the CAP Grant funding opportunity may be emailed to the Project Manager, Dr. Claudia Campagnola, at **CAPGrant@fldoe.org**